

## Google Drive Migration

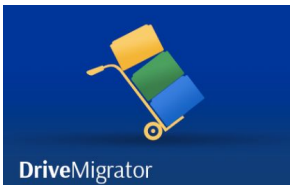


The end is near. And with it comes new adventures. But before those new adventures begin, you need to move your files from your CMCSS Google Drive to a personal account. Your CMCSS Google account will be removed over the summer. There are a few ways to accomplish this task. (Select Zipping your Files or Drive Migrator to view a video or view our YouTube Playlist: <http://bit.ly/DriveMigration>.)



### Zippping your Files

- In your CMCSS Google Drive, create a folder and put everything you want to migrate (call it CMCSS17) or whatever you would like to name it.
  - Move all of the files you want to keep from your CMCSS Google Drive into the new folder.
    - You can hold down “Command” to pick the files you want to keep, or drag over all to select (or Shift click at the top, and Shift click at the bottom of the files).
- “Right click” on the folder and select “Download”.
- Save the downloaded zip file in the way that works best for you. Choose something that you can access at a later date.
  - Examples:
    - Jump Drive
    - Email it to yourself
    - Upload to a personal Google Drive



### Drive Migrator

- In your CMCSS Google Drive, create a folder and put everything you want to migrate (call it CMCSS17) or whatever you would like to name it.
  - Move all of the files you want to keep from your CMCSS Google Drive into the new folder.
    - You can hold down “Command” to pick the files you want to keep, or drag over all to select (or Shift click at the top, and Shift click at the bottom of the files).
- “Share” the folder to your personal Google account.
- Log into your personal Google account and go [HERE](#) to install the Drive Migrator Chrome extension.
- Open the Drive Migrator Chrome extension in your **PERSONAL Google account**.
- Find your “shared folder” that you shared from CMCSS Google Drive and select it with Drive Migrator.
- Once you receive confirmation, you can close it out (it may take a few hours to upload your personal Google Drive but it will run in the background). You will receive an email when the backup is complete.